

Cycling Policy

PURPOSE

To ensure consistent acceptable safety standards are maintained for the conduct of all Cycling groups.

POLICY STATEMENT

1. Medical Policy

- a. Members are solely responsible for ensuring their medical and physical fitness for these rides. If uncertain they should seek medical advice before enrolling or participating at any time. The Group Leaders may request verbal confirmation that medical advice has been obtained and is being followed.
- b. Prior to any scheduled ride, members must be personally satisfied they can complete the ride and if uncertain they should not attend on the day.
- c. Members must wear or carry their U3A Knox Inc. identity name tag including details of any emergency contact telephone number, relevant medical condition, or vital medication, to alert medical professionals who may be called on their behalf.
- d. When serious injury, illness or other medical emergency occurs an ambulance is to be called following the [Calling an Ambulance Policy](#).
- e. Any costs associated with receiving medical services, medical treatment of any kind, attendance by paramedics or others are the responsibility of the member or other person receiving the treatment or service.
- f. Qualified medical or first-aid treatment is NOT provided for cycling groups, however, a basic first aid kit is provided.
- g. Group Leaders are to ensure group members are to be advised of the Medical Policy at the beginning of each term.

2. Safety Policy

- a. Each cycling group is to appoint a safety representative.
- b. Safety representatives are to receive appropriate training from the U3A Knox Health and Safety Officer.

- c. Safety representatives are to advise the Group Leader of any safety concerns and possible remedial action for consideration by the Group Leader.
- d. Group members are responsible for obeying the Road Rules, riding in a safe manner, showing courtesy to all others. In addition, they are required to comply with any related and reasonable request from the Group Leader.
- e. Group members must maintain their bike and equipment in good order and in a roadworthy condition, and wear/use safety equipment as required by law at all times when riding.
- f. Group members are required to advise the Group Leader if they
 - are not attending a ride,
 - intend joining the ride at other than the listed starting point,
 - intend to deviate from the planned route being taken, or
 - intend to leave before the finish of a ride.
- g. Group members who do not complete a ride, deviate from the programmed or planned route, or choose for any reason not to ride with the group between the Ride Leader and the nominated rear rider are deemed to be absent from the ride for that period.
- h. When the forecast temperature for Melbourne is between 30°C and 34°C the program may be changed by the Group Leader. When the forecast temperature for Melbourne is >34°C the ride must be cancelled by the Group Leader.
- i. Changes including riding route or cancellation for any reason may only be made by the Group Leader (or nominated Ride Leader)
- j. Group Leaders may appoint a member to be Ride Leader and appoint a member to ride at the rear of the group
- k. The Group Leader will carry a telephone and advise the number to each member of the group, and the U3A Knox Office.
- l. Two-way radio or mobile phone communication to be maintained between the Ride Leader and the appointed rider at the rear of the riding group to ensure integrity of the riding group.
- m. Group Leaders are to carry a basic first aid kit.
- n. Group Leaders are to prescribe in term programs, the minimum riding speed expected to be achieved by participants when riding in easy terrain and with favourable weather conditions.
- o. Description of all rides within the term and between-terms programs are to include approximate length and grading i.e., easy (E), medium (M) or difficult (D) and whether a lunch break (LB) is included.

- p. Group members are at all times required to be aware of and abide by all applicable policies and rules established from time to time by U3A Knox Inc.

Responsibilities: Group Leaders are to ensure that:

- The *Safety Policy* is implemented,
- The official attendance sheet has been completed.
- Any accidents, injuries or incidents are reported to the Course Coordinator.

4. General Policy

- a. In the absence of the Group Leader from a ride, Group Leaders may appoint a substitute or Interim Group Leader.
- b. The substitute or Interim Group Leader must be made aware of and ensure that the duties and responsibilities of the Group Leader are performed.
- c. Group Leaders may invite an un-enrolled member or a visitor to participate in an introductory or other ride. Group Leaders are to ensure the invitee is aware, understands and accepts the relevant provisions of this policy.
- d. When a between-terms program has not been provided, an extension of the term program to participate in community or other public events, or other rides during the term or term break, may only be made by a Group Leader or delegate.
- e. If a group or member propose representing U3A Knox Inc. in a community festival or other public event, prior notice is to be given to the Course Coordinator.
- f. Cycling groups are to appoint a Group Assistant to provide administrative support to Group Leaders.
- g. At the end of each term Group Leaders or Group Assistants are required to return the completed group attendance sheet to the Course Coordinator.
- h. U3A Knox Inc. does NOT indemnify ordinary members or provide public liability, personal accident or any other insurance cover whatsoever including loss or theft or damage to personal or other property.

Responsibilities:

Group Leaders are to ensure the General Policy is adhered to.

APPROVAL

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on August 11, 2021.